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13 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

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A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

The debriefing requested by [] as reported last week has now been accomplished. The Contracting Officer has satisfied their questions concerning the recent award-of-contract made [] and the matter appears to be closed.

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Messrs. [] were given their initial briefing by the Chief of the Procurement Management Staff/OL on Monday afternoon, 9 August. The [] representatives have spent the remainder of the week at the Support School studying the material issued at Monday's briefing.

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2. Field Finance and Logistics

FF&L course No. 1-72 was completed on 6 August. A refresher on Type III property accounting procedures was given to a CS employee due to depart PCS [] on 17 August.

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A make-up test on Type II property accounting procedures was given to another CS student due to leave shortly [].

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3. Clerical Training

On 5 August 1971 Mrs. [] of the Clerical Training Faculty visited Mrs. Stromberg of the Civil Service Commission's Bureau of Training. Mrs. Stromberg is in

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charge of the Commission's program of instruction in beginning typewriting, beginning shorthand, English usage, and office skills for the lower socio-economic employees who are employed by the Federal Government in trainee positions. Mrs. [] wished to see what methods and procedures the CSC uses and whether we can benefit therefrom in connection with training the upcoming Experimental Group III. The CSC training is available to all agencies and is scheduled to begin in September 1971 in the new training center at Thomas Circle. There will be an Open House at that Center in late August or early September which I hope members of our Faculty can attend. A more detailed report concerning the visit will be prepared "For the Record" and submitted to the Deputy Chief, Administrative Training soon.

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Mr. [] of FE Division requested from this Faculty information concerning training aids for purchase and use at a field station in connection with a refresher shorthand training program for their clerical employees. This Faculty compiled a list of suggested dictation tapes, records, cassettes, and textbooks and submitted it to that Office. A telepouch listing these available sources has been sent to the field station.

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Mr. [] CIA Librarian, and Mr. [] Library Selection Officer, visited the Clerical Training office on 11 August 1971 for the purpose of discussing the possibility of having a 20-minute presentation of the facilities of the Agency library included in the Clerical Orientation program. Mr. [] explained that some orientation on the library is needed because it has been found that most clerical employees know nothing about the library and when they are required to use its services do not know where to go or even who to ask. Miss [] of the Orientation faculty explained our program and where this segment of training could best be inserted. It is anticipated that this particular phase of instruction will be incorporated into our program beginning the week of 16 August 1971. The instructors for this portion of the training will be personnel who are presently assigned to the Agency library. The trainees will also have a 15-minute conducted tour of the library on the final day of their week's Orientation.

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Mrs. [] attended the Gregg Summer Methods Conference held at Appalachian State University in Boone, North Carolina, during the week of 26 July 1971. She reported that throughout the week the importance of individualized instruction in the classrooms was emphasized. Guest speakers from universities and colleges, as well as representatives from the Gregg Division of McGraw-Hill, gave daily presentations illustrating teaching methods which have proved successful in their classes. Various new materials and procedures have been developed to aid each individual, regardless of his ability. These include programmed instruction for both type-writing and shorthand, transparencies, film strips, and simulated office situations.

On 9 August 1971 a follow-up telephone contact was made with the Training Officers in those offices from which questionnaires had not been returned by the scheduled date of 30 July 1971. As a result, additional questionnaires have come in during the week, bringing the total response to 83 percent.

B. MANAGEMENT TRAINING

1. Performance Appraisal Workshop

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Mr. [] Administrative Officer, FMSAC, visited the Support School on 11 August to discuss the possibility of a special Performance Appraisal Workshop for FMSAC. He was enthusiastic about the substance, organization and administration of the workshops previously run for the Office of Logistics and will arrange a meeting between the Director or Deputy Director of FMSAC and Mr. [] within the next two weeks.

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Management Training received a telephone inquiry from [] a personnel officer in CRS, concerning the possibility of our conducting a special Performance Appraisal Workshop there. The inquiry stemmed from questions arising from the recently distributed Special Bulletin #3-71, dated 27 July 1971, concerning Performance Appraisal Workshops. Miss [] was given basic information on designs and objectives and will explore the requirements with appropriate CRS officers.

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